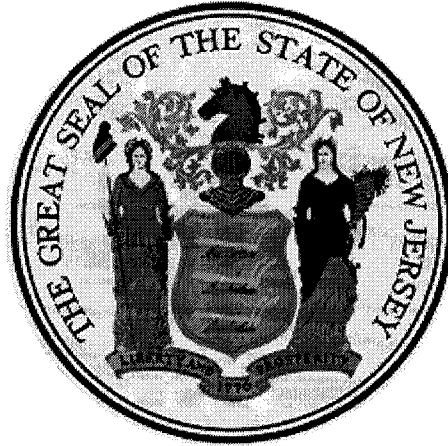


# State of New Jersey



## State General Records Retention Schedule

**G100000-904**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER  
C100000

SCHEDULE NUMBER  
904

PAGE NUMBER  
OF

DEPARTMENT

STATE GENERAL RECORDS RETENTION SCHEDULE

DIVISION

AGENCY REPRESENTATIVE

TITLE

BUREAU

(AREA CODE) TELEPHONE NUMBER

**SCHEDULE APPROVAL:** Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

15 FEB 2001

SECRETARY OF STATE RECORDS COMMITTEE SIGNATURE

DATE

15 FEB 2001

RECORD

SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY RETAIN IN

RECORDS CENTER

DISPOSITION

Management of Electronic Records

This records retention schedule includes some records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records.

**RECORDS RETENTION AND DISPOSITION SCHEDULE**

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**DEPARTMENT**

STATE GENERAL RECORDS RETENTION SCHEDULE

**DIVISION****BUREAU****AGENCY REPRESENTATIVE**

TITLE

(AREA CODE) TELEPHONE NUMBER

**SCHEDULE APPROVAL:** Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE

DATE

RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY **RETAIN IN**

RECORDS CENTER

DISPOSITION

**FINANCIAL RECORDS**

New Jersey Comprehensive Financial System (NJCFPS) /  
New Jersey Management Control System Enhanced  
(NJMACS-E)

These records reflect the financial transactions of state agencies in accordance with the Department of the Treasury's NJCFPS and NJMACS-E systems, and are retained in electronic and/or paper format.

0001-0000

Invoice/Quick Invoice (In/QL)

Usage: to establish an account(s) receivable file. Formerly known as Accounts Receivable Request.

0001-0001

Invoice/Quick Invoice (Using Agency)

3 yrs

4 yrs

Destroy

0001-0002

Invoice/Quick Invoice (Electronic Record - Treasury)

3 yrs

4 yrs

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

RECORDS CENTER

DISPOSITION

0002-0000

Advice of Charge

Usage: notifies the Department of the Treasury which accounts need to be charged. Form lists the following information: pay number, pay period, fiscal year, appropriation account number, cost center, gross salary, food maintenance, and net cash salary.

0002-0001

Advice of Charge (Using Agency)

3 yrs

4 yrs

Destroy

0002-0002

Advice of Charge (Electronic Record - Treasury)

3 yrs

4 yrs

Destroy

0003-0000

Cash Receipt/Alternate Cash Receipt/Quick Receipt (CR/CI/QR)

Usage: record a bank charge representing checks submitted to the State of New Jersey for payment and subsequently dishonored by a bank; to record refunds of disbursements; and to transmit receipts to be recorded in the general journal. Formerly known as Transmittal of Receipts, Refund of Disbursements, and Advice of Dishonored Check.

0003-0001

Cash Receipt/Alternate Cash Receipt/Quick Receipt (Using Agency)

3 yrs

4 yrs

Destroy

0003-0002

Cash Receipt/Alternate Cash Receipt/Quick Receipt (Electronic Record - Treasury)

3 yrs

4 yrs

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

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AGENCY

RECORDS CENTER

DISPOSITION

0004-0000

Agency Contract Order/Grant Loan Order (AO/GO)  
Usage: obligate funds in an appropriation account approved agency contract when an agency has entered into a formal contract without the approval of the Purchase Bureau; to issue purchase orders directly to vendors; and change any open obligation. Formerly known as Invoice, Agency Contract Obligation, and Change/Cancel Agency Obligation - Purchase Bureau.

0004-0001

Agency Contract Order (Using Agency)

0004-0002

Agency Contract Order (Electronic Record - Treasury)

0005-0000

Allotment (AL)  
Usage: allocate funds between the reserve and the current allotment of a given account. Formerly known as Allotment Adjustment.

0005-0001

Allotment (Using Agency)

0005-0002

Allotment (Electronic Record - Treasury)

3 YRS

4 YRS

Destroy

3 YRS

4 YRS

Destroy

3 YRS

4 YRS

Destroy

3 YRS

4 YRS

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

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RECORDS CENTER

DISPOSITION

0006-0000

Appropriation/Expense Budget (AP/EB)  
Usage: to establish new appropriation accounts and expense budgets and to adjust these accounts. Formerly known as Appropriation Account Number Request and Appropriation Adjustments.

0006-0001

Appropriation/Expense Budget (Using Agency)

0006-0002

Appropriation/Expense Budget (Electronic Record - Treasury)

0007-0000

Accounting Bureau Payment Voucher/Using Agency Payment/Payment Voucher (AV/UA/PV/UI/Al)  
Usage: reimbursements of service charges from the using agency; to submit a request for vendor payment for goods or services supplied through direct agency purchases, formal purchases, or contract obligations; to reimbursement for agency's petty cash fund; and request for payment of revenue refunds. Formerly known as Revenue Refund Voucher, Petty Cash Fund Reimbursement, Certificate of Debit and Credit, and Invoice.

0007-0001

Accounting Bureau Payment Voucher/Using Agency Payment/Expenditure Modification (Using Agency)

0007-0002

Accounting Bureau Payment Voucher/Using Agency Payment/Expenditure Modification (Electronic Record - Treasury)

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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SERIES NO.

RECORD TITLE AND DESCRIPTION

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DISPOSITION

0008-0000

DBC Purchase Order (DO)

Usage: to issue or adjust DBC orders or contracts for architectural and engineering designs. Utilized for building construction alterations and maintenance, buildings and equipment repair, and reservation of funds for a contingency fund. Issued in accordance with the requisition form initiated by a state agency. Formerly known as DBC Order and Change/Cancel Obligation.

0008-0001

DBC Purchase Order (Using Agency)

3 yrs after  
completion of  
project

4 yrs

Destroy

0008-0002

DBC Purchase Order (Electronic Record - Treasury)

3 yrs after  
completion of  
project

4 yrs

Destroy

0009-0000

Revenue Modification/Cash Receipt (RM/CR)

Usage: to defer recognition of revenue and underfer revenue when earned. Is used in conjunction with a balance sheet account code. Formerly known as Deferred Revenue Adjustment.

0009-0001

Revenue Modification/Cash Receipt (Using Agency)

3 yrs

4 yrs

Destroy

0009-0002

Revenue Modification/Cash Receipt (Electronic Record - Treasury)

3 yrs

4 yrs

Destroy

0010-0000

Fiscal Notes Worksheet

Usage: determine the cost of implementing a legislative bill if put into law. Original retained by the Department of the Treasury, Office of Management and Budget.

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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DISPOSITION

0010-0001	Fiscal Notes Worksheet (Using Agency)	3 yrs	4 yrs	Destroy
0010-0002	Fiscal Notes Worksheet (Electronic Record - Treasury)	3 yrs	4 yrs	Destroy
0011-0000	Printing Requisition Request for services of the State Government printing facilities.			
0011-0001	Printing Requisition (Using Agency)	3 yrs	4 yrs	Destroy
0011-0002	Printing Requisition (Electronic Record - Treasury)	3 yrs	4 yrs	Destroy
0012-0000	DBC Requisition (RD) Usage: to reserve appropriation account funds for architectural, engineering design, building construction, alteration, maintenance, and repair of buildings or equipment; to cancel, decrease, or increase outstanding balances and to make adjustments to an outstanding requisition for Division of Building and Construction. Formerly known as Requisition/Requisition Change - Division of Building and Construction (DBC).			
0012-0001	DBC Requisition (Using Agency)	3 yrs after completion of project	4 yrs	Destroy
0012-0002	DBC Requisition (Electronic Record - Treasury)	3 yrs after completion of project	4 yrs	Destroy



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DISPOSITION

0013-0000	Accounting Bureau Requisition/Purchase Bureau Requisition (RA/RP) Usage: to cancel, increase, decrease, or create an outstanding or open requisition balance. Formerly known as Requisition Change - Purchase Bureau.			
0013-0001	Accounting Bureau Requisition/Purchase Bureau Requisition (Using Agency)	3 YRS	4 YRS	Destroy
0013-0002	Accounting Bureau Requisition/Purchase Bureau Requisition (Electronic Record - Treasury)	3 YRS	4 YRS	Destroy
0014-0000	Revenue Budget (RB) Usage: to establish new or change a revenue budget. Formerly known as Revenue Account Number - Agency Request and Revenue Anticipation Adjustments.			
0014-0001	Revenue Budget (Using Agency)	3 YRS	4 YRS	Destroy
0014-0002	Revenue Budget (Electronic Record - Treasury)	3 YRS	4 YRS	Destroy
0015-0000	Journal Voucher (JV) Usage: to record accruals, adjustments, reclassifications, and reversing entries to accounting records. Formerly known as Journal Entries which were manually recorded in a general ledger.			
0015-0001	Journal Voucher (Using Agency)	3 YRS	4 YRS	Destroy
0015-0002	Journal Voucher (Electronic Record - Treasury)	3 YRS	4 YRS	Destroy

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DISPOSITION

0016-0000

Transfer Appropriation/Transfer Budget (TA/TB)  
Usage: to transfer funds between current fiscal year appropriation accounts. Formerly known as Transfer of Appropriation.

0016-0001

Transfer Appropriation/Transfer Budget  
(Using Agency)

0016-0002

Transfer Appropriation/Transfer Budget  
(Electronic Record - Treasury)

0017-0000

Request for Travel Authorization (TE/TH)  
Employees' request for permission to travel on state business, staff training, conferences, and conventions.

0017-0001

Request for Travel Authorization (Using Agency)

0017-0002

Request for Travel Authorization  
(Electronic Record - Treasury)

0018-0000

Travel Voucher/Accounting Bureau Payment Voucher/  
Using Agency Payment (TV/AI/UI)  
Usage: to reimburse state employees for travel expenses while on official state business. Formerly known as Travel Expense Invoice.

0018-0001

Travel Voucher/Accounting Bureau Payment  
Voucher/Using Agency Payment (Using Agency)

0018-0002

Travel Voucher/Accounting Bureau Payment  
Voucher/Using Agency Payment (Electronic  
Record - Treasury)

3 yrs

4 yrs

Destroy

3 yrs

4 yrs

Destroy

3 yrs

4 yrs

Destroy

3 yrs

4 yrs

Destroy

3 yrs

4 yrs

Destroy

3 yrs

4 yrs

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY		DISPOSITION
			RECORDS CENTER	
0019-0000	Travel Authorization (TE) Usage: to authorize travel for state employees while on official state business.			
0019-0001	Travel Authorization (Using Agency)	3 yrs	4 yrs	Destroy
0019-0002	Travel Authorization (Electronic Record - Treasury)	3 yrs	4 yrs	Destroy
0020-0000	Travel Authorization for Training (TH) Usage: to authorize travel for state employees for training for official state business.			
0020-0001	Travel Authorization for Training (Using Agency)	3 yrs	4 yrs	Destroy
0020-0002	Travel Authorization for Training (Electronic Record - Treasury)	3 yrs	4 yrs	Destroy
0021-0000	Travel Refund/Cash Receipt - Travel (TC) Usage: to record refund of a vendor payment or for state employee cash advance or excessive payment.			
0021-0001	Travel Refund/Cash Receipt - Travel (Using Agency)	3 yrs	4 yrs	Destroy
0021-0002	Travel Refund/Cash Receipt - Travel (Electronic Record - Treasury)	3 yrs	4 yrs	Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD  
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0022-0000	Expenditure Modification (EM) Usage: to modify recorded expenditures. Formerly known as Disbursement/Journal Entry.			
0022-0001	Expenditure Modification (Using Agency)	3 yrs	4 yrs	Destroy
0022-0002	Expenditure Modification (Electronic Record - Treasury)	3 yrs	4 yrs	Destroy
0023-0000	Vendor File - NJMACS-E			
0023-0001	Vendor File - Individual Vendor File pertains to vendors utilized by state agencies and used in conjunction with the NJMACS-E system. Contains: vendor name, ID number, and status.	3 yrs	4 yrs	Destroy
0023-0002	Vendor File - Approved/Denied Vendor List (Copy) Listings of vendors whose services may or may not be contracted by state agencies.	As updated		Destroy
0024-0000	Manual Warrant (MW) Usage: to request and record a manual check.			
0024-0001	Manual Warrant (Using Agency)	3 yrs	4 yrs	Destroy
0024-0002	Manual Warrant (Electronic Record - Treasury)	3 yrs	4 yrs	Destroy

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DISPOSITION

0025-0000	Federal Aid Master Transaction (FM) Usage: to establish and record a new federal grant program.	3 YRS	4 YRS	Destroy
0025-0001	Federal Aid Master Transaction (Using Agency)	3 YRS	4 YRS	Destroy
0025-0002	Federal Aid Master Transaction (Electronic Record - Treasury)	3 YRS	4 YRS	Destroy
0026-0000	Project (PJ) Usage: to establish a project in the Project Module.	3 YRS	4 YRS	Destroy
0026-0001	Project (Using Agency)	3 YRS	4 YRS	Destroy
0026-0002	Project (Electronic Record - Treasury)	3 YRS	4 YRS	Destroy
0027-0000	DBC Project (PK) Usage: to establish a Division of Building and Construction (DBC) project in the Project Module.	3 YRS	4 YRS	Destroy
0027-0001	DBC Project (Using Agency)	3 YRS	4 YRS	Destroy
0027-0002	DBC Project (Electronic Record - Treasury)	3 YRS	4 YRS	Destroy
0028-0000	Job Cost (JC) Usage: to charge costs to the Job Module.	3 YRS	4 YRS	Destroy
0028-0001	Job Cost (Using Agency)	3 YRS	4 YRS	Destroy
0028-0002	Job Cost (Electronic Record - Treasury)	3 YRS	4 YRS	Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0100-0000	Bank Records Bank Statement Statement reflecting the status of an agency's account.	3 yrs	4 yrs	Destroy
0101-0000	Check File	3 yrs	4 yrs	Destroy
0101-0001	Check File - Cancelled Checks, Voided Checks, Bounced Checks, and Lost Check References	3 yrs	4 yrs	Destroy
0101-0002	Check File - Check Register Contains: reconciliation sheet, outstanding check lists, and copies of issued/received checks.	3 yrs	4 yrs	Destroy
0101-0003	Check File - Check Stub	3 yrs	4 yrs	Destroy
0102-0000	Deposit Slip (Bank)	3 yrs	4 yrs	Destroy
0103-0000	Bank Books	3 yrs	4 yrs	Destroy
0104-0000	Cashier Stubs	3 yrs	4 yrs	Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0200-0000	Books of Account  Journal - Daily Cash Book of original entry, recording cash revenue and expense in a chronological order.	3 yrs	4 yrs	Destroy
0201-0000	Ledger - General Ledger (Genled) and Closed Ledger (Clsdled). Central control of open and closed accounts.	Permanent		Permanent
0202-0000	Ledger - Subsidiary (Treasury and/or Using Agency) Daily transactions that are verified against the controlling accounts in the General Ledger.	3 yrs	4 yrs	Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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DISPOSITION

0300-0000

Budget Records

Budget Appropriation Handbook (Copy)  
Indicates the amount of funds allocated for a department's daily operations during a fiscal year. Original retained by the Department of the Treasury.

0300-0001

Budget Appropriation Handbook - Departmental (Copy)

3 yrs

4 yrs

Destroy

0300-0002

Budget Appropriation Handbook - Divisional/ Subdivisional (Copy)

1 yr

Destroy

0301-0000

Budget Planning Documents - Departmental, Divisional, and Subdivisional (Copy)

3 yrs

Destroy

Annually prepared planning documents which include: Program Justification (BB 101), Fiscal and Position Request (BB 102), Revenue Statement (BB 103), Revolving Funds (BB 103A), Evaluation Data, Position Data, and Affirmative Action Data (BB 104 [Diskette]), Priority Request (PD 206), Appropriations Data - Minor Object Detail (IPB Report - IBN3110R [Diskette]), Personnel Data (IPB Report - 1739A), objectives and program descriptions, organization charts, and supporting documentation. Original retained by the Department of the Treasury, Office of Management and Budget.



# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORDS CENTER

DISPOSITION

0302-0000

Budget Request - Departmental (Copy)  
Annual request made to the Department of the Treasury for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.

0302-0001

Budget Request - Departmental (Copy)

3 YRS

Destroy

0302-0002

Budget Request - Departmental Workpapers

3 YRS

Destroy

0303-0000

Budget Request - Divisional and Subdivisional (Copy)

Annual request made to the department's fiscal office for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.

0303-0001

Budget Request - Divisional and Subdivisional (Copy)

3 YRS

Destroy

0303-0002

Budget Request - Divisional and Subdivisional (Additional Copy)

1 YR

Destroy

0303-0003

Budget Request - Divisional and Subdivisional Workpapers

3 YRS

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0400-0000	Miscellaneous Financial Records	3 yrs		Destroy
0401-0000	Audit Reports - State Agency (Copy) Original retained by the Office of Legislative Services, Bureau of State Auditing.	3 yrs after work completed		Destroy
0402-0000	Building Maintenance Work Order	3 yrs	4 yrs	Destroy
0403-0000	Cash Receipts			
0403-0001	Contracts and Amendments File Includes: copies of plans and specifications, bid proposals, progress/performance reports for request for payment, correspondence, and supporting documentation. Original retained by the Department of the Treasury.			
0403-0002	Contracts and Amendments - Awarded (Original) Signed originals and support material.	3 yrs after completion of contract	4 yrs	Destroy
0403-0003	Contracts and Amendments - Awarded (Copy)	3 yrs after completion of contract		Destroy
0403-0004	Contracts and Amendments - Cancelled (Original)	3 yrs after submission		Destroy
0403-0005	Contracts and Amendments - Voided (Original)	3 yrs after voidance	4 yrs	Destroy
0403-0006	Contracts and Amendments - Public Buildings Capital Improvement for Real Property	3 yrs after disposal of building	4 yrs	Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0404-0000	Deferred Compensation File - Termination, Disability, Retirement, and Death	Permanent		Permanent
0405-0000	Department of the Treasury Report Run-Offs (Copy) Agency weekly and monthly financial transaction summary reports from the Department of the Treasury. Original retained by the Department of the Treasury.	1 yr		Destroy
0406-0000	Grant File Agreements between state agencies and federal, state, and private institutions for the award of monies to finance operations for state, county, municipal, or private agencies.			
0406-0001	Grant File - Approved (Original) File pertains to original documentation for a state agency receiving federal grant monies or for a state agency issuing grant monies.	3 yrs after termination of grant	4 yrs	Destroy
0406-0002	Grant File - Approved (Copy) File pertains to state agency receiving state grant monies.	3 yrs after termination of grant		Destroy
0406-0003	Grant File - Approved (Additional Copy)	1 yr after termination of grant		Destroy
0406-0004	Grant File - Denied (Original and Copy)	3 yrs		Destroy
0406-0005	Grant File - Denied (Additional Copy)	1 yr		Destroy
0407-0000	Insurance Policy File File reflecting the numerous types of insurance policies an agency maintains.	3 yrs after termination of policy	4 yrs	Destroy

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DISPOSITION

0408-0000	Payroll File Originals may be retained by the Department of the Treasury, and additional hardcopy and microfiche by the agency.	Permanent		Permanent
0408-0001	Payroll Register (Department of the Treasury, and Autonomous Commissions and Authorities)			
0408-0002	Payroll Reports - Department of the Treasury-Generated (Original)	3 yrs	4 yrs	Destroy
0408-0003	Payroll Reports - Department of the Treasury-Generated (Agency Copy)	30 days		Destroy
0408-0004	Payroll Reports - Department of the Treasury-Generated (Microfiche)	3 yrs		Destroy
0408-0005	Payroll Reports - Agency-Generated (Original)	3 yrs	4 yrs	Destroy
0408-0006	Payroll Reports - Agency-Generated (Copy)	3 yrs		Destroy
0409-0000	Payroll Signature Sheet File Sheets identifying employees that have received payroll checks.	3 yrs		Destroy
0410-0000	Request for Waiver of Advertising (Copy) Used to forgo bid advertising in the event that there is only one supplier, and/or an immediate delivery of an item is necessary. Original retained by the Department of the Treasury.			
0410-0001	Request for Waiver of Advertising (Departmental Copy)	3 yrs after termination of contract	4 yrs	Destroy

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DISPOSITION

0410-0002	Request for Waiver of Advertising (Additional Copy)	3 YRS		Destroy
0411-0000	Open and Closed Billing File File contains initial billing statements and notice, follow-up notice(s), and closed billing statements.	3 YRS	4 YRS	Destroy
0412-0000	Space Planning Request File (GSA-7 SPR) (Copy) Contains: Space Planning Request, lease (copy), lease floor plans, and correspondence. Original maintained by the Department of the Treasury, Division of Purchase and Property. Formerly known as a Space Allocation Request (SAR) I, II, III).	3 YRS after expiration of lease		Destroy
0412-0001	Space Planning Request File (GSA-7 SPR) (Departmental Copy)	3 YRS		Destroy
0412-0002	Space Planning Request File (GSA-7 SPR) (Additional Copy)	3 YRS		Destroy
0413-0000	Transmittal of Salary Refunds File Contains transmittals and checks to the Department of the Treasury for employees who were not entitled to receive payment.	3 YRS		Destroy
0414-0000	Employee Certification of Taxability of the the Personal Use of a State-Provided Vehicle (Departmental Copy) Original retained by the Department of the Treasury, Bureau of Central Services and Property Management.	3 YRS		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0415-0000	Off-System Funds/Non-Appropriated Accounts File State agency funds not appropriated by the State Treasurer. File contains: transaction records, receipts/expenditures, banking records, Division of Investment - Fund Investment Reports (copy), and supporting documentation.	3 yrs	4 yrs	Destroy
0416-0000	Telephone Records File			
0416-0001	Telephone Records File - Agency Report of Protested Third Party Calls (Departmental/ Divisional/Subdivisional Copy) Original retained by Bell Atlantic - New Jersey.	3 yrs		Destroy
0416-0002	Telephone Records File - Agency Request for Telephone Service (Departmental Copy) Original retained by Department of the Treasury.	3 yrs after completion		Destroy
0416-0003	Telephone Records File - Monthly Toll Listing Printout (Departmental Copy) Printout generated by the Department of the Treasury, Office of Telecommunications and Information Systems (OTIS).	3 yrs		Destroy
0417-0000	Vehicle Records File			
0417-0001	Vehicle Records File - Gasoline/Oil Credit Card Transactions File (Departmental Copy) Contains charge slip and vendor-submitted monthly transactions summary. Original retained by the Department of the Treasury and a copy by the Central Motor Pool.	3 yrs		Destroy
0417-0002	Vehicle Records File - Vehicle Accident Report	3 yrs		Destroy

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DISPOSITION

0417-0003

Vehicle Records File - Vehicle Assignment Log

3 yrs after final  
entry

4 yrs

Destroy

0417-0004

Vehicle Records File - Vehicle Maintenance/  
Repair Order

3 yrs

Destroy

0417-0005

Vehicle Records File - Vehicle Usage Report  
Report dealing with the activities of  
state-owned motor vehicles.

3 yrs after  
disposal of  
vehicle by  
department

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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DISPOSITION

## PERSONNEL RECORDS

Affirmative Action/Equal Employment Opportunity  
(EEO) Records

0700-0000

Affirmative Action Complaint Case File  
Contains: Discrimination Appeal Processing,  
Grievance Procedure, correspondence, and  
relevant case material.

3 yrs after  
settlement

Destroy

0701-0000

Affirmative Action Plan (Copy)  
Agency's annual goals regarding federal and state  
Affirmative Action requirements and guidelines  
mandating equal employment regardless of race,  
gender, religion, age, national origin, sexual  
orientation, or physically/mentally challenged.  
Original retained by the Department of Personnel.

3 yrs

Destroy

0702-0000

Survey of New Jersey State Government Handicapped  
Employees (Copy)  
Original retained by the Department of Personnel.

3 yrs

Destroy

0703-0000

Current Agency Work Force Analysis File (Copy)  
File contains: Current Agency Work Force  
Analysis and Current Agency Work Force  
Analysis by Salary. Original retained by  
the Department of Personnel.

3 yrs

Destroy



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DISPOSITION

0704-0000

Affirmative Action Goals by Equal Employment Opportunity Job Category (Copy)  
Affirmative Action objectives formulated to comply with Equal Employment Opportunity job titles. Original retained by the Department of Personnel.

3 yrs

Destroy

0705-0000

Agency Profile File (Copy)  
Contains: Current and Projected Employee Profile, Current Agency Profile and Projected RIF by EEOC Category, Current Agency Profile and Projected RIF (Demoted) by EEOC Category, and Current Agency Profile and Projected RIF (Laid Off) by EEOC Category. Original retained by the Department of Personnel.

3 yrs

Destroy

0706-0000

Discrimination Appeal Processing Form (Copy)  
Form to process an appeal regarding a discrimination decision. Original retained by the Department of Personnel.

3 yrs

Destroy

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RECORD TITLE AND DESCRIPTION

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RECORDS CENTER

DISPOSITION

0800-0000	Classification Records Records dealing with the creation and administration of state government positions.  Certification of Eligibility - State Service (Copy) List of individuals who have passed a competitive examination and are eligible for appointment to a position in state government. Original retained by the Department of Personnel.	3 yrs		Destroy
0801-0000	Acknowledgment of Certification Questionnaire (Copy) Certification acknowledgment questionnaire. Original retained by the Department of Personnel.	3 yrs		Destroy
0802-0000	Eligible/Ineligible Roster List of individuals eligible or ineligible for a position.	3 yrs		Destroy
0803-0000	Job Specification File			
0803-0001	Job Specification/Request for Copy of Job Specification (Copy) Includes qualifications and duties for positions in state government. Original retained by the Department of Personnel.	Periodic review		Destroy
0803-0002	Request for Copy of Job Specification (Copy) Original retained by the Department of Personnel.	Periodic review		Destroy
0803-0003	Specification Transmittal (Classified and Unclassified) (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORDS CENTER

DISPOSITION

0803-0004	Specification Change Sheet (Classified and Unclassified) (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
0803-0005	Specification Transmittal Separation Sheet (Classified and Unclassified) (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
0803-0006	Request for Title or Specification Modification (Classified and Unclassified) (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
0804-0000	Notification of Certification (Copy) Notification that an individual has passed a competitive examination and is eligible for appointment to a state government position. Original retained by the Departmental Personnel Office.	3 yrs		Destroy
0805-0000	Personnel Requisition	3 yrs		Destroy
0806-0000	Position Classification Questionnaire (Copy) Descriptive report used to obtain basic data about a position in state government. Original retained by the Department of Personnel.	3 yrs		Destroy
0806-0001	Position Classification Questionnaire (Departmental Personnel Office)	3 yrs after final action		Destroy
0806-0002	Position Classification Questionnaire (Office of Origin)	1 yr after final action		Destroy
0807-0000	Certification Delay (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy

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DISPOSITION

0808-0000	Request for New Title (Copy) Agency request to establish a new position class title when the duties of a new/existing position cannot be classified properly. Original retained by the Department of Personnel.	Duration of title 3 yrs after final action	Destroy
0808-0001	Request for New Title - Approved (Copy)	Destroy	Destroy
0808-0002	Request for New Title - Denied (Copy)	Destroy	Destroy
0809-0000	Request for Reclassification/ Reclassification Recommendation (Copy) Enables state employees to change the classification of their position. Original retained by the Department of Personnel.	3 yrs after final decision	Destroy
0809-0001	Request for Reclassification (Copy)	3 yrs after final decision	Destroy
0809-0002	Request for Reclassification/Agency Acknowledgment (Copy)	Until final decision	Destroy
0810-0000	Request for Re-Evaluation of Title (Copy) Agency request to re-evaluate a class title based on a change in responsibilities or agency reorganizational. Original retained by the Department of Personnel.	Duration of title 3 yrs	Destroy
0810-0001	Request for Re-Evaluation of Title - Approved (Copy)	Destroy	Destroy
0810-0002	Request for Re-Evaluation of Title - Denied (Copy)	Destroy	Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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DISPOSITION

0811-0000	Request to Appoint Confidential and/or Unclassified Employee (Copy)	3 yrs	Destroy
0811-0001	Request to Appoint Confidential and/or Unclassified Employee (Copy) - Approved	Duration of title	Destroy
0811-0002	Request to Appoint Confidential and/or Unclassified Employee (Copy) - Denied	3 yrs	Destroy
0812-0000	Certification Record Card (Copy) Record card of an individual who has passed a competitive examination and is eligible for appointment to a position in state government. Original retained by the Department of Personnel.	4 yrs	Destroy
0813-0000	Certification Information Card (Copy) Informational card explaining the certification process. Original retained by the Department of Personnel.	Periodic review	Destroy

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DISPOSITION

0900-0000	INDIVIDUAL EMPLOYEE FILES Employee Address List	As updated		Destroy
0901-0000	Federal and State Withholding Tax File (Copy) Employee state and federal withholding tax documentation. Original documents maintained by the Internal Revenue Service.	3 yrs	4 yrs	Destroy
0902-0000	Grievance File Records of employees' dissatisfaction with working conditions which are beyond his/her control, but which may be subject to remedy by a supervisor. Steps I, II, or III settlements, which set departmental, divisional, or subdivisional precedent or policy are deemed necessary for future reference. File contains: Grievance Procedure, Grievance Appeal, and supporting documentation.			
0902-0001	Grievance File - Policy-Establishing Settlement (Original)	Permanent		Archival review
0902-0002	Grievance File - Policy-Establishing Settlement (Copy) Retained by grievant's agency of employment.	3 yrs after final settlement		Destroy
0902-0003	Grievance File - Policy-Establishing Settlement (Additional Copy)	1 yr after final settlement		Destroy
0902-0004	Grievance File - Routine Settlement (Original)	3 yrs after final settlement		Destroy
0902-0005	Grievance File - Routine Settlement (Copy)	1 yr after final settlement		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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DISPOSITION

0903-0000

Individual Employee File

File includes information pertaining to permanent and provisional full-time, part-time, and summer employees. File may contain but is not limited to the following: New Hire Request, Separation Request, Position Classification Questionnaire, Request for Employment Disability Leave/Return, Preliminary and Final Notices and Appeal of Disciplinary, Action Application for Reemployment, Application for Promotional Examination, Promotional Announcements, Report on Progress of Probationer Data Processing Request for Correction of Social Security Number, Notice of Name Change, Salary Adjustment Request, Correspondence, Notice of Lay-off, Final Notice of Lay-off, Unsatisfactory Probation Reports, Pension Program Application (Copy), Employee's Report of Accidental Injury or Occupational Disease, Performance Assessment Review (PARS), Performance Certification, Salary Increase, Title information, Promotional Certification, Request for Personnel/Position Action, Request Personnel/Position Action Return Slip, Government Employee Interchange, Application for Lump Sum Compensation for Earned and Unused Sick Leave for Retirees, Request for Personnel File/Record Card Information, Permission to Release Confidential Information, and General State-Wide Application for Employment.

[0903-0001]

[0903-0002]

0903-0003

Individual Employee File - Departmental Personnel (Original)

0903-0004

Individual Employee File - Divisional Personnel (Copy)

6 yrs after termination of employment  
3 yrs after termination of employment

Destroy

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORDS CENTER

DISPOSITION

0903-0005	Individual Employee File - Subdivisional Personnel (Additional Copy)	1 yr after termination of employment		Destroy
0904-0000	Job Applicant Files - Persons Not Hired Includes resumes, applications, etc. of persons not hired for employment by state agencies.	3 yrs		Destroy
0905-0000	Leave Request - Disability, Administrative, Sick, Vacation, Maternity (Original and Copy)			
0905-0001	Leave Request - Departmental Personnel (Original)	3 YTS	4 yrs	Destroy
0905-0002	Leave Request - Divisional Personnel (Copy)	3 YTS		Destroy
0905-0003	Leave Request - Subdivisional Personnel (Additional Copy)	1 yr		Destroy
0906-0000	State Employee Service Record	60 yrs after termination of employment or age 85, whichever is sooner		Destroy
0907-0000	Personnel Master Monthly List Departmental and divisional personnel list categorized by: social security number, pay range, education, etc..	1 yr		Destroy
0908-0000	Position History File File used for fiscal verification.	3 yrs	4 yrs	Destroy



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RECORDS CENTER

DISPOSITION

0909-0000

Preliminary Notice/Final Notice/Appeal of  
Disciplinary Actions (Copy)  
Preliminary, final, and appeal notices of  
disciplinary actions taken pertaining to a  
classified, permanent employee. Original  
and copy retained by the Department of  
Personnel.

0909-0001

Disciplinary Actions - Departmental Personnel  
(Copy)

6 yrs after  
termination of  
employment

Destroy

0909-0002

Disciplinary Actions - Management Personnel  
(Copy)

3 yrs after final  
action

Destroy

0909-0003

Disciplinary Actions (Additional Copy)

1 yr

Destroy

0910-0000

Referrals - External and Internal  
Records of potential job applicants received  
from sources inside/outside of a state agency.

0910-0001

Referrals - External

3 yrs

Destroy

0910-0002

Referrals - Internal

1 yr

Destroy

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DISPOSITION

0911-0000	Request for Employment Disability Leave/Return (Copy) Employee's request for leave of absence with pay due to disability either through injury or illness incurred from employment. Original retained by the Department of Personnel.			
0911-0001	Request for Disability Leave/Return - Departmental Personnel (Copy)	6 yrs after termination of employment		Destroy
0911-0002	Request for Disability Leave/Return - Departmental Payroll (Copy)	3 yrs		Destroy
0911-0003	Request for Disability Leave/Return (Additional Copy)	1 yr		Destroy
0912-0000	Service Award Selection/Nomination/Eligibility Certification File (Copy) File for employees who have been employed for specified years in state government service. Original retained by the Department of Personnel.	3 yrs		Destroy
0913-0000	Suggestion Awards File (Copy) Includes: Suggestion Evaluation Report, Suggestion Award Card, Interim Note, Employee Suggestion Form, and correspondence. Original retained by the Department of Personnel.			
0913-0001	Suggestion Awards File - Departmental Personnel (Copy)	3 yrs		Destroy
0913-0002	Suggestion Awards File - Departmental Suggestion Awards Committee (Additional Copy)	1 yr		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0914-0000	Time Records Attendance reports for state employees.			
0914-0001	Time Records - (Departmental Original)	3 yrs	4 yrs	Destroy
0914-0002	Time Records - (Divisional Copy)	3 yrs		Destroy
0914-0003	Time Records - (Subdivisional Copy)	3 yrs		Destroy
0915-0000	Employee Medical Records Microfilming recommended. *Retention period prescribed by federal law (CFR 1910.1018).	40 yrs after termination of employment*		Destroy
0916-0000	Financial Disclosure Statement For Public Employees (Copy) Originals are retained by the Governor's Counsel and the Executive Commission on Ethical Standards.	1 yr		Destroy
0917-0000	Certified Public Manager Program File (CPM) (Copy) File contains: Application for CPM Program: Levels I -VI, Waiver from CPM Classes, Recommendation for CPM Classes, and supporting documentation.	6 yrs after termination of employment		Destroy
0918-0000	Department of Personnel Administrative Action File (Copy) File contains: Final Administrative Action of the Merit System Board and the Commissioner of Personnel and supporting documentation. Original maintained by the Department of Personnel.	6 yrs after termination of employment		Destroy

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RECORDS CENTER

DISPOSITION

0919-0000

Reduction in Force File: Displaced Personnel  
Questionnaire and Appeal (Copy)  
Questionnaire asking employees to target  
what regional they would prefer to  
transfer. Original maintained by the  
Department of Personnel.

3 yrs

Destroy

0920-0000

PAR Bi-Weekly Report (Copy)  
Submitted by each agency to the  
Department of Personnel. Original  
maintained by the Department of Personnel.

3 yrs

Destroy

0921-0000

Leave of Absence Bi-Weekly Report (Copy)  
Original maintained by the Department of  
Personnel.

3 yrs

Destroy

0922-0000

Request for Temporary Employment (Copy)  
Original maintained by the Department of  
Personnel.

3 yrs

Destroy

0923-0000

Application for New Jersey Support Specialist  
Program (Copy)  
Application to receive training for the  
Support Specialist title. Original  
maintained by the Department of Personnel.

6 yrs after  
termination of  
employment

Destroy

0924-0000

Elective Instruction Review Application (Copy)  
Review of college credits earned and what is  
accepted by state government. Original  
maintained by the Department of Personnel.

3 yrs

Destroy

0925-0000

Application for Senior Executive Service (Copy)  
Original maintained by the Department of  
Personnel.

6 yrs after  
termination of  
employment

Destroy

0926-0000

Application for Senior Level Clerical (Copy)  
Original maintained by the Department of  
Personnel.

6 yrs after  
termination of  
employment

Destroy

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DISPOSITION

0927-0000	Job Location Declaration (Copy) Statement declaring region of transfer. Original retained by the Department of Personnel.	3 yrs		Destroy
0928-0000	Special Reemployment Information/Preference (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
0929-0000	Request for Increment Restoration (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
0930-0000	Dental Care Program Financial Reports File Contains reports pertaining to employees enrolled in the dental care program.	3 yrs	4 yrs	Destroy
0931-0000	Vision Care Program Financial Reports Contains reports regarding employees enrolled in the vision care program.	3 yrs	4 yrs	Destroy
0932-0000	Health Care Provider Program File	6 yrs after termination of enrollment		Destroy
0932-0001	Health Care Provider Program File - Enrollment Card	6 yrs after termination of enrollment		Destroy
0932-0002	Health Care Provider Program File - Change of Status Card	1 yr		Destroy
0933-0000	Conflict of Interest Questionnaire (Copy) Originals maintained by the Ethical Standards Commission and the Governor's Counsel.			Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
1000-0000	Performance Assessment Review (PARS)  Performance Assessment Review File (PARS) Departmental Personnel (Original) Contains: Performance Agreement, Fact Sheet, and Final Assessment Review. Copy is retained by the employee.	6 yrs after termination of employment		Destroy
1001-0000	Performance Summary (Copy) Contains a listing of: classified employees who have been rated satisfactory or unsatisfactory, unclassified employees not granted a salary increase, and supervisors who have failed to submit a Performance Certification and Salary Increase Recommendation form. Original retained by the Department of Personnel.	1 yr		Destroy

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DISPOSITION

1100-0000	Open Competitive and Promotional Examination Records  Application for Open Competitive and Application for Promotional Examination - State Service File (Copy)  Applications for an open competitive or promotional examination within state government. Original retained by the Department of Personnel.	4 yrs		Destroy
1101-0000	Application Summary (Copy)  List of persons eligible for a classified promotion in state government. Original retained by the Department of Personnel.	3 yrs		Destroy
1102-0000	N.J.A.C. 4A:4-2.7 Promotional Action (Copy)  Indicates that a permanent employee has been promoted to a position without examination. Original retained by the Department of Personnel.	3 yrs		Destroy
1103-0000	Promotional Job Analysis (Copy)  A job description used in the development of a promotional examination for a specific job title. Original retained by the Department of Personnel.			
1103-0001	Promotional Job Analysis - Departmental Personnel (Copy)	5 yrs		Destroy
1103-0002	Promotional Job Analysis (Additional Copy)	1 yr		Destroy

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1104-0000	Promotional Notices File (Copy) Contains: Promotional Announcements, Notices of Vacancy, Checklist, Promotional Opportunities, Notice of Promotional Examination, and Notice of Promotional Action. Original retained by the Department of Personnel.			
1104-0001	Promotional Notices File (Copy)			Destroy
1104-0002	Promotional Notices File - Departmental Personnel (Copy)	3 yrs		Destroy
1105-0000	Notification File (Copy) Contains: Notification of Examination, Notification of Eligibility, Notification of Ineligibility. Original retained by the Department of Personnel.	Until applicant list has expired		
1105-0001	Notification File (Copy)			Destroy
1105-0002	Notification File - Departmental Personnel (Copy)	3 yrs		Destroy
1106-0000	Promotional Examination Seniority Record (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
1107-0000	Residence Questionnaire (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
1108-0000	Employment Eligibility List (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy



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AGENCY RECORDS CENTER

DISPOSITION

1109-0000	Information Correction Card (Copy) Form to amend incorrect information in an examination application file. Original retained by the Department of Personnel.	3 yrs		Destroy
1110-0000	Examination Regular Review Form (Copy) Form requesting a routine review of an examination. Original retained by the Department of Personnel.	3 yrs		Destroy
1111-0000	Change in Examination Status (Copy) Form used to change qualified/unqualified status to sit for an examination. Original retained by the Department of Personnel.	3 yrs		Destroy
1112-0000	Official Agency Signature Record (Copy) Record of an applicant's authentic signature. Original retained by the Department of Personnel.	3 yrs		Destroy
1113-0000	Veterans File (Copy) File of veterans' applications for examination. Contains: Veterans Preference Claim and Notice Concerning Veterans Status. Original retained by the Department of Personnel.	3 yrs		Destroy
1114-0000	Request for Extension of Working Test Period (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
1115-0000	Lateral Title Request (Copy) Change request for transfer to a lateral title. Original retained by the Department of Personnel.	3 yrs		Destroy
1116-0000	Position Post Audit Recommendation (Copy) Recommendations stated after a desk audit. Original retained by the Department of Personnel.	3 yrs		Destroy

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DISPOSITION

1117-0000	Open Competitive Application for Rapid Response (Copy) Response request for emergency titles. Original retained by the Department of Personnel.	3 yrs		Destroy
1118-0000	Symbol/Title/Closing Date (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
1119-0000	New Title Information Booklet (Copy) Original retained by the Department of Personnel.	3 yrs		Destroy
1120-0000	Title Rights Status (Copy) Listing of previous titles held. Original retained by the Department of Personnel.	3 yrs		Destroy
1121-0000	Title Code (Copy) Examination titles and associated codes. Original retained by the Department of Personnel.	3 yrs		Destroy
1122-0000	Local Government Promotion Evaluation Team (Copy) Local Government personnel authorized to evaluate examination applicants. Original retained by the Department of Personnel.	3 yrs		Destroy
1123-0000	State Government Promotion Evaluation Team (Copy) Departmental personnel authorized to evaluate examination applicants. Original retained by the Department of Personnel.	3 yrs		Destroy
1124-0000	Promotion Exam Delegation Project Recommendation for Exam Action (Copy) Review and approval for individuals to sit for examinations. Original retained by the Department of Personnel.	3 yrs		Destroy

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DISPOSITION

1125-0000

Promotion Application/Announcement for Delegation to Local Appointing Authorities (Copy)  
Authority for local government to administer in-house examinations. Original retained by the Department of Personnel.

3 YRS

Destroy

1126-0000

Provisional Employee Status  
Original retained by the Department of Personnel.

3 YRS

Destroy

1127-0000

Promotional Announcement Meets Requirements Under NJAC 4A:4-2.7 (Copy)  
Original retained by the Department of Personnel.

3 YRS

Destroy

1128-0000

Appeal Letter - Promotion Eligibility (Copy)  
Original retained by the Department of Personnel.

3 YRS

Destroy

1129-0000

Certification Disposition Notice (Copy)  
Applicant notice that position has already been filled. Original retained by the Department of Personnel.

3 YRS

Destroy

1130-0000

Provisional Appointment Listing (Copy)  
Original retained by the Department of Personnel.

3 YRS

Destroy

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DISPOSITION

Training Records

1200-0000

1 yr

Destroy

Course Registration and Report (Copy)  
Used for training by the Department of  
Personnel's Service Training Section. Original  
retained by the Department of Personnel.

1201-0000

Request/Disapproval for Registration (Copy)

Agency request for staff training by institutions  
other than the Department of Personnel or the  
agency itself. Original retained by the  
Department of Personnel.

1201-0001

Staff Training Request (Copy)

3 yrs after final  
payment

Destroy

1201-0002

Staff Training Request (Additional Copy)

1 yr

Destroy

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1300-0000	Personnel Management Information System (PMIS) Records maintained online, by the Department of Personnel, in the PMIS system.	3 YRS			Destroy
1301-0000	Personnel Maintenance Request (Copy) Input document to update an employee's status. Original retained by the Department of Personnel.	3 YRS			Destroy
1302-0000	Position Maintenance Request (Copy) Input document to update a position's status. Original retained by the Department of Personnel.	3 YRS			Destroy
1303-0000	Conversion of Appointment Type Request (Copy) Document used to change an appointment to a new position. Original retained by the Department of Personnel.	3 YRS			Destroy
1304-0000	Separation/Losing Authority Request (Copy) Documentation to update an agency's file whose employee is terminating employment. Original retained by the Department of Personnel.	3 YRS			Destroy
1305-0000	Leave of Absence Maintenance Request (Copy) Document recording an employee's leave of absence. Original retained by the Department of Personnel.	3 YRS			Destroy
1305-0000	Static Information Change Request (Copy) Form recording basic information about an employee. Original retained by the Department of Personnel.	3 YRS			Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN  
AGENCY

RECORDS CENTER

DISPOSITION

1306-0000

Individual Salary Adjustment Request (Copy)  
Form used to implement a salary change.  
Original retained by the Department of Personnel.

3 YRS

Destroy

1307-0000

Rescind Previous Action Request (Copy)  
Form used to rescind a personnel action.  
Original retained by the Department of Personnel.

3 YRS

Destroy

1308-0000

Special Payment Information Request (Copy)  
Form to initiate special payment to an employee.  
Original retained by the Department of Personnel.

3 YRS

Destroy

1309-0000

Department of Personnel Position Change/Freeze  
Request (Copy)  
Request to change or freeze a position.  
Original retained by the Department of Personnel.

3 YRS

Destroy

1310-0000

Employee Transaction Verification Report (Copy)  
Verification report issued after an employee  
action is taken. Report contains: name,  
social security number, payroll number,  
action initiated (new hire, retirement,  
promotion, etc.), time balances, effective  
date, and PMIS request number. Original  
retained by the Department of Personnel.

30 days after  
verification

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

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DISPOSITION

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## GENERAL ADMINISTRATIVE RECORDS

1400-0000

Administrative Subject File  
Correspondence, memoranda, publications, reports, bulletins, and other information received by a state agency and alphabetically filed by subject.

3 yrs

Destroy

1401-0000

Agency-Sponsored Conferences File  
Public information meetings sponsored by state agencies.

Permanent

Archival review

1401-0001

Agency-Sponsored Conferences - Printed Matter  
Intended for Distribution to the Public (Master)

1401-0002

Agency-Sponsored Conferences - Printed Matter  
Intended for Distribution to the Public (Copy)

Periodic review

Destroy

1401-0003

Agency-Sponsored Conferences - Correspondence and  
Workpapers

3 yrs

Destroy

1402-0000

Agency Testimony  
Records of testimony given by representatives of state agencies at public hearings, public meetings, trials, and other official proceedings.

10 yrs

Destroy

1403-0000

Certified Mail Receipt

3 yrs

Destroy

1404-0000

Commissioner's Subject File  
Subject file of a Commissioner, President, Secretary, Chief of Staff, Deputy Commissioner, and Assistant Commissioner pertaining to all administrative aspects of their offices (i.e., agency policy, procedure, organization, programs, fiscal, and personnel matters). Includes: correspondence, minutes (copy), reports, speeches, and supporting documentation.

4 yrs

Archival review

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN  
AGENCY

RECORDS CENTER

DISPOSITION

1405-0000	Correspondence (Electronic or Hardcopy) Letters and memoranda in either electronic or printed format, transmitted to and from state agencies during the course of business.			
1405-0001	Correspondence - External	3 yrs		Destroy
1405-0002	Correspondence - Internal - Administrative	1 yr		Destroy
1405-0003	Correspondence - Policy - NonStatutory/ NonRegulatory	25 yrs		Archival review
1405-0004	Correspondence - Routine Request for Information	Periodic review		Destroy
1406-0000	Hand-Deliver Receipt			
1406-0001	Hand-Deliver Receipt (Original)	1 yr		Destroy
1406-0002	Hand-Deliver Receipt (Copy)	Periodic review		Destroy
1407-0000	Informational Survey	Periodic review		Destroy
	Agency-sponsored statistical study used to gain information for the routine operation of business.			
1408-0000	Inventory File Itemized list of equipment and supplies completed by state agencies.	3 yrs		Destroy



# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN  
AGENCY

RECORDS CENTER

DISPOSITION

1409-0000

Minutes  
Official records of the proceedings of meetings.  
May include agenda and supporting documentation.

1409-0001

Minutes (Original)

Permanent

Archives

1409-0002

Minutes (Copy)

Periodic review

Destroy

1410-0000

News Release  
Information issued by state agencies for  
publication or broadcast.

1410-0001

News Release (Original)

Permanent

Archives

1410-0002

News Release (Copy)

Periodic review

Destroy

1411-0000

Official Notice of an Open Public Meeting (Copy)  
Original retained by the Office of the  
Secretary of State.

3 yrs

Destroy

1412-0000

Organization Chart

1412-0001

Organization Chart (Original)

Permanent

Archives

1412-0002

Organization Chart (Copy)

As updated

Destroy

1413-0000

Photographs and Slides

Permanent

Archives

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
1414-0000	Records Removal and Destruction Order Original retained by the Department of State, Division of Archives and Records Management.	Permanent		Permanent
1414-0001	Records Removal and Destruction Order (Original)	10 yrs		Destroy
1414-0002	Records Removal and Destruction Order (Copy)	As updated		Destroy
1415-0000	Records Retention and Disposition Schedule (Copy) Original retained by the Department of State, Division of Archives and Records Management.	Permanent		Permanent
1416-0000	Request and Authorization for Records Disposal (Copy) Original retained by the Department of State, Division of Archives and Records Management.	Periodic review		Archival review
1417-0000	Speeches (Excluding Executive Speeches - See Commissioner's Subject File) Records of public speeches given by representatives of state government.	3 yrs		Destroy
1418-0000	Visitor Sign-In Sheet	Periodic review		Destroy
1419-0000	Reference File	Periodic review		Destroy
1420-0000	Reference Material Request			Destroy
1421-0000	Surplus Property File File of material assets, including equipment, furniture, and supplies which are or have been candidates for surplus property within a state agency.	3 yrs after update		Destroy
1421-0001	Surplus Property File - Surplus Equipment Inventory Listing	3 yrs and audit		Destroy
1421-0002	Surplus Property File - Excess/Surplus Property Notice			

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN  
AGENCY RECORDS CENTER

DISPOSITION

1422-0000 Annual Internal Control Statement (Copy) File  
Annual internal performance audit file  
containing: Annual Internal Control  
Statement (copy) and agency-generated  
supporting documentation. Original retained  
by the Department of the Treasury,  
Office of Management and Budget.

3 yrs

Destroy

1423-0000

Consultant File  
File reflecting the findings of a professional  
consultant hired by a state agency. File may  
contain but is not limited to: workpapers;  
financial documents; needs analysis, studies  
documents; surveys; questionnaires; statistics;  
correspondence; and preliminary, interim, and  
final reports.

1423-0001

Consultant File - Final Report

Permanent

Permanent

1423-0002

Consultant File - Contract

3 yrs after  
termination  
of contract

4 yrs

Destroy

1423-0003

Consultant File - Financial Documents

3 yrs

4 yrs

Destroy

1423-0004

Consultant File - Workpapers and Support File

3 yrs

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD  
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RECORD TITLE AND DESCRIPTION

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AGENCY

RECORDS CENTER

DISPOSITION

AGENCY-RELATED POLICY, LEGISLATION, AND OPERATING PROCEDURES

1500-0000

Administrative Law Case

Files prepared by the Office of Administrative Law (OAL), containing all documentation related to an Administrative Law case. When a case is resolved, the original documentation file and the hearing transcript are sent to the appropriate state agency. OAL retains copies of the cases.

1500-0001

Administrative Law Case (Original)

Retained by the state agency.

1500-0002

Administrative Law Case - Transcript (Original)

Retained by the state agency.

1501-0000

Attorney General's Opinions (Copy)

Legal opinions dealing with matters relevant to a state agency's activities. Original retained by the Office of the Attorney General.

1502-0000

Background Information and Comments on Proposed Changes/Additions to a New Jersey Administrative Code Draft (Copy)

Background materials, comments, approved and disapproved changes/additions, and supporting documentation for pre-proposals and proposals to revise a state agency's Administrative Code. Original retained by the Office of Administrative Law.

20 yrs after case is closed

Permanent

Periodic review

3 yrs

Archival review

Archives

Destroy

Archival review

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.      RECORD TITLE AND DESCRIPTION      RETAIN IN AGENCY      DISPOSITION

1503-0000	Code of Ethics - Departmental	Permanent	Archives
1503-0001	Code of Ethics - Departmental (Original)	Periodic review	Destroy
1503-0002	Code of Ethics - Departmental (Copy)	Periodic review	Destroy
1504-0000	Executive Orders - Gubernatorial (Copy) Proclamations issued by the Governor as the chief executive of the state. Original retained by the Office of the Secretary of State.		
1505-0000	General Operating Procedures Rules and regulations developed by state agencies for the general operation of business.	25 yrs	Archival review
1505-0001	General Operating Procedures (Original)	3 yrs	Destroy
1505-0002	General Operating Procedures (Copy)		
1506-0000	Hearings - Formal Policy	1 yr after printing of transcript	Destroy
1506-0001	Hearings - Stenotype Transcription	1 yr after printing of transcript	Destroy
1506-0002	Hearings - Real Time Transcription	1 yr after printing of transcript	Destroy
1506-0003	Hearings - Computer-Assisted Transcription	1 yr after printing of transcript	Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
1506-0004	Hearings - Audio/Video Recording (Original and Copy)	80 days or until either summary or verbatim transcript have been approved as minutes; whichever is longer		Erase
1506-0005	Hearings - Transcripts (Original)	Permanent		Archives
1506-0006	Hearings - Transcripts (Copy)	Periodic review		Destroy
1507-0000	Interagency Agreement An agreement between state agencies regarding a common subject.			
1507-0001	Interagency Agreement (Original)	Permanent		Archives
1507-0002	Interagency Agreement (Copy)	Periodic review		Destroy
1508-0000	Legislation - Agency-Related (Copy) Laws dealing with matters relevant to a state agency's activities. Original retained by the Office of Legislative Services.			
1508-0001	Legislation - Agency-Related - Adopted (Copy)	Periodic review		Destroy
1508-0002	Legislation - Agency-Related - Pending (Copy)	As updated		Destroy
1509-0000	Policy Statement Statement issued by an agency's management personnel regarding the governance of agency-related policy and procedure.			

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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DISPOSITION

1509-0001

Policy Statement (Original)

Permanent

Archives

1509-0002

Policy Statement (Copy)

Periodic review

Destroy

1510-0000

Public Employees Occupational Safety and Health Act (PEOSHHA) File (Copy)  
Contains the Annual Occupational and Illnesses Survey and supporting documentation. File maintained in accordance with N.J.A.C. 12:110, Subchapter 5 and N.J.S.A. 34:6A-24-28 et seq.. Original retained by the Department of Labor.

6 yrs

Destroy

1510-0001

Public Employees Occupational Safety and Health Act (Copy)

3 yrs

Destroy

1510-0002

Public Employees Occupational Safety and Health Act (Additional Copy)

1511-0000

Regulations - Agency-Related (Copy)  
State agency proposals for regulations to become part of the New Jersey Administrative Code. Original retained by the Office of Administrative Law.

1511-0001

Regulations - Agency-Related - Adopted (Copy)

Periodic review

Destroy

1511-0002

Regulations - Agency-Related - Pending (Copy)

As updated

Destroy

1511-0003

Regulations - Agency-Related - Rejected (Copy)

Periodic review

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN  
AGENCY RECORDS CENTER

DISPOSITION

1512-0000

Public Meetings - Audio/Video Tape Recordings

80 days or until  
either summary or  
verbatim transcript  
have been approved  
as minutes,  
whichever is longer

Erase

1513-0000

Worker and Community Right to Know Act File  
(Employer Copy)

This file is maintained in accordance with the  
Worker and Community Right to Know Act, L.1983,  
c.315, NJSA 34:5A-1 et seq.. Originals are  
kept by the Departments of Health and  
Environmental Protection for 30 years.  
File contains, but is not limited to the  
following: Hazardous Substance List,  
Hazardous Substance Fact Sheet(s) update(s),  
Hazardous Substance Training Manual and  
supporting data, Material Safety Data Sheet  
(MSDS), and Right to Know Survey/Inventory.

6 yrs

Destroy

1514-0000

Emergency Evacuation and Disaster Recovery Plans

1514-0001

Emergency Evacuation and Disaster Recovery Plans  
(Original)

3 yrs after  
update

Destroy

1514-0002

Emergency Evacuation and Disaster Recovery Plans  
(Copy)

As updated

Destroy



# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD  
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RECORD TITLE AND DESCRIPTION

RETAIN IN  
AGENCY

RECORDS CENTER

DISPOSITION

## REPORTS AND PUBLICATIONS

1600-0000

Agency Annual Report  
Annual report highlighting the achievements  
and activities of a state agency.

1600-0001

Agency Annual Report - Agency of Origin  
(Original)

1600-0002

Agency Annual Report (Copy)

1601-0000

Agency Monthly Report  
Monthly report highlighting the activities  
and achievements of a state agency.

1601-0001

Agency Monthly Report - Agency of Origin  
(Original)

1601-0002

Agency Monthly Report (Copy)

1602-0000

Agency Weekly Report (Original and Copy)  
Weekly report highlighting the activities  
and achievements of a state agency.

1603-0000

Agency-Generated Newsletter  
Publication highlighting an agency's activities  
and other relevant information. The State  
Library receives 75 copies of all agency-  
generated publications.

1603-0001

Agency-Generated Newsletter (Original)

1603-0002

Agency-Generated Newsletter (Copy)

Permanent

5 yrs

Archives

Destroy

3 yrs

Destroy

1 yr

Destroy

1 yr

Destroy

Permanent

Periodic review

Permanent

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORDS CENTER

DISPOSITION

1604-0000	Agency-Generated Publication Printed material created by a state agency. The State Library receives 75 copies of all agency-generated publications.			
1604-0001	Agency-Generated Publication (Original)	Permanent		Permanent
1604-0002	Agency-Generated Publication (Copy)	Periodic review		Destroy
1605-0000	Agency-Generated Statistical Report (Original and Copy)	3 yrs		Destroy
1606-0000	Americans With Disabilities Act Transition Plan and Self-Evaluation Plan* *Microfilming recommended.	3 yrs	62 yrs	Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD  
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RECORD TITLE AND DESCRIPTION

RETAIN IN  
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RECORDS CENTER

DISPOSITION

1607-0000

Agency Year Two Thousand (Y2K) Testing Plan  
Includes documentation that may be used for:  
monitoring testing procedures, remediation,  
statutory and regulatory requirements, and  
providing evidence in lawsuits. Contains but is  
not limited to the following:

1. Analysis Documentation - records that show the  
decisions that were made on what files,  
applications and systems would be converted,  
and which ones would not, surveys, and  
contract review reports.

2. Testing Documentation - the documentation that  
shows the final outcome of the conversion did  
result in a Year 2000 compliant system.

3. Certification Documentation - written user  
signoffs for converted systems.

4. Project Plans - listing of tasks completed,  
persons accountable, and time frames for  
completing the Year 2000 project.

5. Meeting minutes, memos, status reports,  
letters, reports that include information on:  
decisions made regarding Year 2000,  
confirmation of policy and procedures,  
identification of accountability of Year 2000  
project task.

6. External - response letters from vendors,  
responses to business partners, requests for  
compliance statements from outside entities,  
compliance statements, any other public  
announcements regarding Year 2000.

7. Information posted on the Year 2000 website.  
8. Copies of compliance letters mailed to  
vendors.

9. E-mail pertaining to an agency's year 2000  
project plan.

10. Results of PC Bios checking.

11. Any other supporting documentation for an  
agency's year 2000 project plan.

[1607-0001]

[1607-0002]

[1607-0003]

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	DISPOSITION
1607-0004	Agency Year Two Thousand (Y2K) Testing Plan (Paper)	7 yrs	Destroy
1607-0005	Agency Year Two Thousand (Y2K) Testing Plan (Microfilm)	7 yrs	Destroy
1607-0006	Agency Year Two Thousand (Y2K) Testing Plan (Electronic)	7 yrs	Erase
1607-0007	Agency Year Two Thousand (Y2K) Testing Plan (Copy)	Periodic review	Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

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DISPOSITION

1607-0004	Agency Year Two Thousand (Y2K) Testing Plan (Paper)	7 yrs		Destroy
1607-0005	Agency Year Two Thousand (Y2K) Testing Plan (Microfilm)	7 yrs		Destroy
1607-0006	Agency Year Two Thousand (Y2K) Testing Plan (Electronic)	7 yrs		Erase
1607-0007	Agency Year Two Thousand (Y2K) Testing Plan (Copy)	Periodic review		Destroy
1608-0000	Image Processing System			
1608-0001	Scanner Operator Log (Hardcopy or Microfilm) Manual or computer-generated logs of documents scanned into an image processing system, recording scanner operator identity, scanner, time, date, and document(s) scanned.	3 yrs		Destroy
1608-0002	Audit Report (Hardcopy or Microfilm) Manual or computer-generated report of audits of image processing system contents/functions.	7 yrs		Destroy
1608-0003	Image Processing System Initial Certification Image processing initial certification, as granted by the State Records Committee. Contains: initial certification, evaluation, application (copy), correspondence, and supporting documentation. Copy maintained by the Division of Archives and Records Management.	Permanent		Permanent
1608-0004	Image Processing System Annual Review Image processing annual review, as specified by the State Records Committee. Contains: annual review, correspondence, and supporting documentation. Copy maintained permanently by the Division of Archives and Records Management.	As updated		Destroy

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RECORD TITLE AND DESCRIPTION

RECORDS CENTER

DISPOSITION

Agency Internet File

**Web Usage Log**  
log tracking agency and/or employee Internet usage. Includes: history file listing, cache, cookies, and supporting documentation.

30 days

# Destroy

Transaction/Click Through Log  
Log tracking the number of times an agency's website is accessed from outside the agency.

30 days

Destroy

Agency Website Creation and Update File  
File pertaining to an agency's website  
creation and upgrade(s). Contains:  
research documents, source code,  
input documents, testing reports,  
screen copies, and supporting  
documentation.

30 days after  
website is  
discontinued

Destroy